

CIA INTERNAL USE ONLY

Comptroller

2 May 1962

Acting Chief, Fiscal Division

Reducing the Handling of Paper Work

1. With the growing demands for more financial information and our policy to hold down the growth in the number of personnel, it is incumbent upon us to speed up the processing of paper work. One of the most time consuming aspects of paper work is multiple handling, i.e., the routing of the same document through many persons. We are all attempting to keep the multiple handling to the minimum level required to develop and furnish the necessary financial information. However, on occasion procedures are instituted that create, quite unintentionally, additional unnecessary paper handling. An example of this problem follows:

- a. On occasion the Finance Division has need for certain vouchers that the Fiscal Division has retired to the Records Center. Under present procedure the Finance Division prepares a list of the desired documents and forwards that list to the Fiscal Division. An employee of the Fiscal Division is then required to prepare a Records Center Service Request, copy attached, for each desired document (a recent request from the Finance Division contained approximately 200 documents, for each of which a Form 490 had to be prepared). The requested documents will be forwarded by the Records Center to the Fiscal Division, which in turn will forward the documents to the Finance Division. When the Finance Division is through with the documents they will be returned to the Fiscal Division which will prepare them for return to the Records Center. The Fiscal Division is involved only because it is technically responsible for the documents. I feel that this brief description indicates the amount of time, delay, and probable unnecessary handling that is involved in securing documents from and returning them to the Records Center. Because of geographic locations, we are attempting to reduce handling and to save time by requesting direct delivery to Finance.
- b. The Records Management Officer became aware of this request and inquired as to whether or not I felt it was justified and offered several suggestions that might expedite it. The Fiscal Division has to assume that the Finance Division would not have requested documents they did not need.

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- c. It is believed that much time and effort could be saved if all requests for information from the Records Center could be handled in a more direct manner. Therefore, it is recommended that the procedure be changed to provide that all requests for information from the Records Center be forwarded to and processed by the Records Management Officer.

2. The foregoing, although an exaggerated case, is illustrative of the type of paper handling an office gets into because of procedural technical cognizance without any work interest. It is suggested that procedures be reviewed to eliminate unnecessary routing of paper.

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Attachment (1)
Form 490

5/8/62
Orig to C/FD - with Note
that FD look up the
rec. info & prepare the
requests. - Mr. [redacted]
asked for [redacted] comments.

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